



Odyssey CMS Cheatsheet

Topic: Commercial Court Case Processing
Date: 6/24/2016

Summary: This cheatsheet will instruct users on the processing of cases to/from Commercial Court.

Important: Odyssey is software owned by Tyler Technologies, Inc. Any screenshots of Odyssey may contain proprietary information that should not be disclosed to non-Odyssey users.

Cases may be filed directly to designated Commercial Courts or may be moved to Commercial Courts at any point during the life of the case. Regardless of the point at which the parties request the case be moved to a Commercial Court, the case is initiated within Odyssey normally.

Adding Extended Connection for the Commercial Court Master:

1. Navigate to the Parties tab and click on the Add Party link.
2. Select the All Types radio button and search for the **Commercial Court Master Connection** in the drop down.
3. Click the magnify glass to search for the party. If not in Odyssey, click the Add Party button and add the party information.

Add Party Connection

☐ Configured Types ☒ All Types

Connection: **Commercial Court Master**

☐ Party ☒ Participant

Party: [Text Field] [Magnifying Glass] [New]

Added: 06/24/2016 [12]

Removed: [Text Field] [12]

Reason: [Dropdown]

Comment: [Text Field] [Green Checkmark] ABC

Relationship [Plus]

[Add Next] [Continue] [Exit]

Determining if the case goes to Commercial Court:

In order to move a case to Commercial Court, a party files an Identifying Notice. All other parties then have 30 days to also file an Identifying Notice or to file a Refusal. If other parties do neither, the case will go automatically to Commercial Court at the end of the 30 days.



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1. Navigate to the Events tab of the case and add the **Commercial Court Identifying Notice (CCIN)** event

2. This event will automatically add the “Commercial Court (Provisional)” flag to the case.

At this point, review the case to determine if all parties have filed an Identifying notice. If all parties have filed an Identifying Notice, the case can be moved directly to Commercial Court. See the “Moving the Case to Commercial Court” section below.

3. If not all parties have filed an Identifying Notice, add a **Follow-up Event (ADMFLP)** to the case. Other parties on the case have 30 days from the date of the Identifying Notice to file a Refusal.
4. Set the due date out 30 days
5. Add a comment indicating the purposed of the Follow-up event.



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Add Event

Type: Follow Up Event

Date: 06/13/2016

Judicial Officer: Penrod, Earl G

Due: 07/13/2016

Comment: Commercial Court Refusal Notice Deadline

☐ Docketable ☐ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

6. Save.

Note: Be sure that your court has an Event Review report scheduled so that the case is reviewed in the future.

7. If a Refusal is filed, add the Commercial Court Refusal Filed (CCR) event. This event will remove the Commercial Court (Provisional) flag on the case.

Add Event

Type: Commercial Court Refusal Filed

Date: 06/13/2016

File Stamp: 06/13/2016

Filed By: Defendant

Due:

Comment:

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit



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- Return to the Follow-up Event and add a Completed date.

Modify Event

Type: Follow Up Event

Date: 06/13/2016

Judicial Officer: Penrod, Earl G

Due: 07/13/2016 Completed: 06/13/2016

Comment: Commercial Court Refusal Notice Deadline

☐ Docketable ☐ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

Judge determines case is ineligible for Commercial Court:

- Navigate to the Events tab and add the “Case Not Eligible for Commercial Court Docket” (CNECC) event.

Add Event

Type: Case Not Eligible for Commercial Court Do

Date: 06/24/2016

Due: Completed:

Comment:

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit



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Moving the Case to Commercial Court:

If an Identifying Notice has been filed by one or all parties, or if no Refusal is filed within 30 days, the case becomes a Commercial Court case.

If the case is not in a county with a Commercial Court:

9. Add the **Transferred to Commercial Court** (TCC) event.

Add Event

Type: **Transferred to Commercial Court**

Date: 06/13/2016

Due: [blank] Completed: [blank]

Comment: [blank]

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

10. Return to the Follow-up Event and add a Completed date.

Modify Event

Type: **Follow Up Event**

Date: 06/13/2016

Judicial Officer: Penrod, Earl G

Due: 07/13/2016 Completed: 06/13/2016

Comment: Commercial Court Refusal Notice Deadline

☐ Docketable ☐ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit



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11. Add the Case Venued Out (QCSVENO) event

Add Event

Type: **Case Venued Out**

Date: **06/13/2016**

Due: **12**

Completed: **12**

Comment:

Volume: Page: # Pages:

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print **Save** **Exit**

12. Go to the Disposition tab of the case and add the **Venued Out** Statistical Closure.

26D01-1606-CT-000691 Forms Save Exit

Disposition Time Stds Financial Prot. Orders Warrants Bonds Exhibits Documents

ACME Corporation v. Widgets R Us, Gadgets & Gizmos Inactive Case Close

Type CT - Civil Tort

Statistical Closure **Case Status**

06/13/2016 **Decided**

Disposition Detail Judgment

No Disposition information exists for this case.
Select the Judgment hyperlink to add a Judgment.

Add Statistical Closure

Statistical Closure: **Venued Out**

Date: **06/13/2016**

Comment:

Continue **Exit**

If the case is already in a county with a Commercial Court, but the case is not in the Commercial Court:

Commercial Court Processing



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13. Add the Transferred to Commercial Court (TCC) Event.

Add Event

Type: **Transferred to Commercial Court**

Date: **06/13/2016**

Due: **12** Completed: **12**

Comment: **ABC**

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print **Save** **Exit**

14. Return to the Follow up Event and add a Completed date.

Modify Event

Type: **Follow Up Event**

Date: **06/13/2016**

Judicial Officer: **Penrod, Earl G**

Due: **07/13/2016** Completed: **06/13/2016**

Comment: **Commercial Court Refusal Notice Deadline**

☐ Docketable ☐ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print **Save** **Exit**



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15. Navigate to the Detail tab of the case and Reassign the case to the Commercial Court Judge.

The screenshot displays the Odyssey CMS interface for case 26D01-1606-CT-000691. The 'Detail' tab is selected, showing case information for 'ACME Corporation v. Widgets R Us, Gadgets & Gizmos'. A 'Reassign Case' dialog box is open, allowing the user to change the court and judge. The dialog box contains the following fields:

- Case Number: 26D01-1606-CT-000691
- New Court: Gibson Superior Court
- New Judge: [Dropdown menu]
- System: ☐
- Create Notice for Judicial Officer: ☐
- Date Transferred: 06/13/2016
- Reason: Change of Court
- Comment: [Text area]

The dialog box has 'Continue' and 'Exit' buttons at the bottom. The background interface shows various tabs (Summary, Detail, Parties, Events, Service, Hearings, Conditions, Causes) and a sidebar with 'Case Assignment', 'Case Cross', 'Case Sta', and 'Related Cas'.

Accepting the Case to Commercial Court.



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If the Case is Venued in from another County:

Add the case to Odyssey as you normally would add a Venued In case adding the case and adding the **Case Venued In** (QCSVEN).

16. Add the Event **Assigned to Commercial Court** (ACC).
17. Make the "Assigned" date the date that all parties filed the Identification Notice or the end of 30 days after the first Identification Notice filed event.

Add Event

Type: Assigned to Commercial Court

Date: 06/13/2016

Assigned: 06/06/2016

Due: [Calendar Icon]

Completed: [Calendar Icon]

Comment: [Text Area]

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

This event will add the **Commercial Court** flag to the case.

If the Case is Transferred in from another court within the County or if the case was already in the proper Court:

18. Add the Event **Assigned to Commercial Court** (ACC).



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19. Make the “Assigned” date the date that all parties filed the Identification Notice or the end of 30 days after the first Identification Notice filed event.

Add Event

Type: Assigned to Commercial Court ▼

Date: 06/13/2016 [Calendar Icon]

Assigned: 06/06/2016 [Calendar Icon]

Due: [Calendar Icon] Completed: [Calendar Icon]

Comment: [Text Area] ABC

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock ▼

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

This event will add the **Commercial Court** flag to the case.



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Removing the case from the Commercial Court:

If at some point during the life of the case, a party files a Refusal document, the case is removed from the Commercial Court and returns to its Non-Commercial Court status. This means that the case may need to be Transferred or Venued back to the originating court.

20. Add the Commercial Court Refusal Filed (CCR) event to the case.

Add Event

Type: Commercial Court Refusal Filed

Date: 06/13/2016

File Stamp: 06/13/2016

Filed By: Defendant

Due: [Calendar Icon] Completed: [Calendar Icon]

Comment: [Text Area] ABC

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

This event will remove the Commercial Court case flag.



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21. If the case was received from another court within the county, navigate to the Details tab and reassign the case to the originating court.

The screenshot displays the Odyssey CMS interface for case management. The main window shows the details for case 26D01-1606-CT-000691, titled "ACME Corporation v. Widgets R Us, Gadgets & Gizmos". The case is currently assigned to the "Gibson Superior Court". A "Reassign Case" dialog box is open, allowing the user to change the court assignment. The dialog box contains the following fields:

- Case Number:** 26D01-1606-CT-000691
- New Court:** Gibson Superior Court
- New Judge:** (Dropdown menu)
- System:** (Checkbox)
- Create Notice for Judicial Officer:** (Checkbox)
- Date Transferred:** 06/13/2016
- Reason:** Change of Court
- Comment:** (Text area)

The dialog box also includes "Continue" and "Exit" buttons at the bottom. The background interface shows various tabs like Summary, Detail, Parties, Events, Service, Hearings, Conditions, and Causes. The case is currently in the "Detail" tab. The status of the case is "Inactive".



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22. If the case was received from another County, Add the **Case Venued Out** (QCSVENO) event.

Add Event

Type: **Case Venued Out**

Date: 06/13/2016

Due: [empty] Completed: [empty]

Comment: [empty]

Volume: [empty] Page: [empty] # Pages: [empty]

☒ Docketable ☒ Include on Appeal

Does not affect case aging clock

quick links

- ▶ Add Next
- ▶ Add Related
- ▶ Add Hearing
- ▶ Add Service
- ▶ Relationships

Save/Print Save Exit

23. Navigate to the Disposition tab of the case and add the **Venued Out** (VO) statistical closure.

26D01-1606-CT-000691

Forms Save Exit

Disposition Time Stds Financial Prot. Orders Warrants Bonds Exhibits Documents

ACME Corporation v. Widgets R Us, Gadgets & Gizmos Inactive Case Close

Type CT - Civil Tort

Statistical Closure Case Status

06/13/2016 Decided

Disposition Detail Judgment

No Disposition information exists for this case.
Select the Judgment hyperlink to add a Judgment.

Add Statistical Closure

Statistical Closure: **Venued Out**

Date: 06/13/2016

Comment: [empty]

Continue Exit